

Sullivan County NH

Type of meeting: Board of Commissioners Regular Business Meeting
Minutes

Date/Time: Tuesday, June 07, 2011; 3 PM

Place: Remington Woodhull County Complex, 14 Main Street, Newport NH 03773

Attendees: Commissioners Bennie Nelson – *Chair*, Jeffrey Barrette – *Vice Chair*, and John M. Callum Jr. – *Clerk*, Greg Chanis – *County Administrator*, Marc Hathaway – *County Attorney*, Ted Purdy – *SCHC Administrator*, Jessica McAuliff *MPH/Public Health Coordinator*, and Sharon Callum (*Administrative Assistant / Minute Taker*).

Public attendees: Ethel Jarvis – *Unity Resident / Unity Planning Board Member* and Archie Mountain – *Argus Champion Editor*.

3:00 The Chair, Bennie Nelson, brought the meeting to order and led all in the *Pledge of Allegiance*.

Agenda Item No. 1. Grant 2011 Second Chance Act Adult & Juvenile Offender Reentry Demonstration Program

Copies of the grant solicitation notice [Appendix A.1-28], and program budget and budget narrative [Appendix B.1-8] were distributed. Mr. Chanis noted this is an extension of the first Second Chance Act demonstration grant. He also noted, if they had not received the first grant, they would have seen \$196,000 in the Counties DOC budget for operating costs in FY11.

3:05 Motion: to authorize the County Administrator to sign and submit the application, and upon approval of the application, execute any documents which may be necessary to effectuate the contract. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 2. County Administrator's Report

Agenda Item No. 2.b. FY12 Budget Update

Mr. Chanis distributed the *EFC Recommended Changes to Commissioners Proposed FY 2012 Budget 6/7/2011* spreadsheet [Appendix C]. He noted the first nine were items the Board had seen before, and last six were from the list the Board provided to the EFC with the letter from the County Administrator; EFC is recommending \$30,000 for Community Alliance Transportation. Mr. Chanis noted the FY '12 County Convention is scheduled for June 30th in Newport at the Sugar River Valley Regional Technical Center

Lou Thompson Room. The Chair requested a "thumbnail projection" of where the County is ending up [financially] for the year, at their June 21st meeting.

Mr. Chanis cited other issues pending that could affect the County:

- A NH Retirement employer contribution percentage change in a pending State bill; in theory, it won't increase as employees pay more and State pays zero; trying to get it passed and signed by governor, but governor may veto it; other issue for NH Retirement is part time employees - this could affect those employees retiring from full time, who return as part time; the bill is very convoluted and may not pass. Mr. Chanis noted the County assumed the current employer contribution in their FY '12 budget.
- Changes to Medicaid bed tax and MQIP; changes could mean a 25% reduction in bed tax revenue, but could be made up under CAP for human services. They are still talking about raising the CAP in 2013, by 2% - roughly \$100,000. Mr. Chanis pointed out there are a lot of "moving parts" in this issue, but County appears to be okay in FY '12.

3:14 Jessica McAuliff entered room.

Agenda Item No. 2.a. Public Health Region: Project Events Update

Ms. McAuliff distributed copies of the *Greater Sullivan County Public Health Region Monthly Summary* document [Appendix D], and highlighted on grants applied for, received, and pending, public health plan and exercise accomplishments, a June 17th POD exercise, and items currently in progress. Ms. McAuliff reminded the Board members they have been invited to attend, as VIP's, the June 17th POD exercise, and if attending, should arrive around 9:30 for an escorted tour. Ms. McAuliff read into the minutes a May 26th letter of appreciation from the State Medical Reserve Corps (MRC) Coordinator, Curtis Metzger, written to Ms. McAuliff for her offer of time, as one of the presenters, at the NH Integrated Emergency Volunteer Training Conferences [Appendix E]. Ms. McAuliff reviewed three major events that MRC members would be attending: 1) Pancake Breakfast 6/12 Sunday from 7-10:30 in Unity with blood pressure checks, 2) Operation MP4 on Fri June 17th to test the emergency preparedness plan for medication dispensing at Mt. Sunapee Spruce Lodge POD, and 3) Paddle Power Event August 20-21 - a fund raising kayaking and camping adventure to promote suicide prevention in VT and NH. The Paddle Power team for the County will include members from the MRC, Communities United Substance Abuse coalition, Sullivan County Community Corrections, and Sullivan County Health Care, and be registered as "Prevent Prepare Paddle" - Ms. McAuliff was taking signups for interested paddlers as well as volunteers to help out at the camp ground and along the water route.

Agenda Item No. 2.c. Property Leases Update

Mr. Chanis noted the Delegation voted [June 1st meeting] to approve the two County leases. Mr. Hathaway noted he attended the meeting, met with the Delegates to review the leases, delegation members were interested in

hearing concerns expressed by the Town of Unity, reviewed with them the history of concerns and the correspondences from County to Ms. Jarvis, delegation members expressed concern with no indemnity clause in lease, and approved the St. Sauveur barn property lease and the Sugar Bush Operation lease, with an indemnity clause included. Mr. Chanis pointed out the Board voted to execute the lease for barn at their last meeting; they are waiting to hear back from Mr. Leavitt regarding the draft sugar bush operation lease agreement, at which time, he'll return to the Board to execute the final document. Mr. Chanis confirmed to Commissioner Nelson the new lease included the change in monetary exchange. Ms. Jarvis attempted to discuss, with County Attorney Hathaway, her interpretation of the 672.14 subdivision RSA, and asked what his opinion was, but the Chair requested they discontinue further discussions, at this point.

Non Agenda Item Sugar Bush Timber Project

In response to Comm. Nelson's comments to expedite the timber thinning on the sugar bush acreage, in Unity; Mr. Chanis noted the *Intent to Cut* form was recently filed with the Town of Unity.

Agenda Item No. 2.d. Union Contract Update – Possible Vote to Ratify

Mr. Chanis noted they could delay discussions on this until the Executive Session at end of meeting.

Agenda Item No. 2.e. EECBG 50% Milestone Notice from DOE

Copies of the June 6th letter from Ted Donat, Acting Program Lead of the Department of Energy EECBG program [Appendix F], thanking the County, as a grantee of a EECBG grant for successfully meeting the 50% spent milestone, and noting how these efforts were critical in helping the EECBG program work, was distributed. Mr. Chanis noted, there are two new EECBG projects left to complete: installation of a new boiler at the UNH Cooperative Extension office building, and window replacements at the Sullivan County Health Care facility in Unity; also, there is one older project – the installation of lights, to finish – this project is delayed as it must be done in collaboration with the air conditioning project.

Agenda Item No. 3. Commissioners' Report

Comm. Barrette – Noted Claremont Senior Congress has been working with South Western Community Services on attaining a CDBG HUD grant to improve their parking situation, they found they are eligible to apply, and will attend a future County Commissioner meeting to seek their approval on use of the County's CDBG portion, possibly towards the beginning of the calendar year.

Comm. Barrette – Will be participating in a Relay for Life team and asked questions about protocols on blanket e-mails soliciting donations. Mr. Hathaway suggested they discuss the issue further in Executive Session.

Comm. Nelson – Noted he will be attending the Upper Valley Regional Planning Commissions' annual dinner scheduled for June 17th.

Agenda Item No. 6. Probable Executive Session Per RSA 91-A:3.II.a and c – Personnel Issue

3:47 Motion: to go into the Executive Session Per RSA 91-A:3.II.a. & c. for a personnel issue. Those in Executive Session: Commissioners, Ted Purdy, Marc Hathaway, Greg Chanis and Sharon Callum. Made by: Callum Jr. Seconded by: Barrette. Roll call vote taken: All in favor.

3:47 Ms. Jarvis and Mr. Mountain left the room.

4:20 Motion: to go out of Executive Session. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

4:21 Motion: approve the proposed Union Contract and sign as soon as corresponding document is complete, providing it confirms with their conversation held today in Executive Session. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

4:22 Motion: to approve the proposal for the health insurance incentive for non-bargaining employees. Made by: Callum Jr. Seconded by: Barrette. Voice vote: All in favor.

4:22 Mr. Purdy left the room.

Agenda Item No. 7. Probable Executive Session Per RSA 91-A:3.II.e. – Potential Litigation Issue

4:22 Motion: to go back into Executive Session per RSA 91-A:3.II. e – Potential Litigation. Those in Executive Session were: Commissioners, Mr. Chanis, Mr. Hathaway and minute taker. Made by: Barrette. Seconded by: Callum Jr. All in favor.

4:32 Motion to come out Executive Session. Made by: Callum Jr. Seconded by: Barrette. Voice vote: All in favor.

No formal decision required of the Board regarding issue discussed in Executive Session.

Agenda Item No. 5. Meeting Minutes Review

Agenda Item No. 5.a. May 16, 2011 FY '12 Commissioners Proposed Budget - Public Hearing

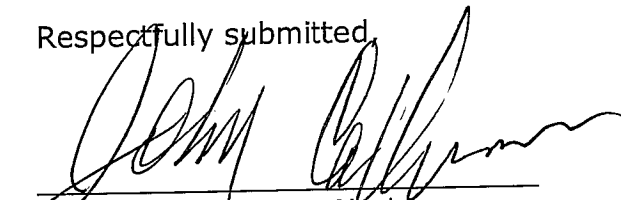
4:36 Motion: to approve the May 16, 2011 public hearing minutes as written. Made by: Barrette. Seconded by: Callum. Voice vote: Callum and Nelson in favor, while Barrette abstained from the vote.

Agenda Item No. 5.b. May 17, 2011 Public Meeting Minutes

4:36 Motion: to approve the May 17, 2011 regular business meeting minutes as written. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

4:38 Motion: to adjourn the meeting. Made by: Barrette. Seconded by: Callum. Voice vote: All in favor.

Respectfully submitted



John M. Callum Jr., Clerk
Board of Commissioners

JC/sjc

Date approved: 6/21/2011



Tuesday June 7th, 2011

Sullivan County NH, Board of Commissioners

Business Meeting

AGENDA - Revised

Location: Newport Remington Woodhull County Complex

14 Main Street, Newport NH 03773

- | | | |
|-------------------|----|---|
| 3:00 PM – 3:05 PM | 1. | Grant - 2011 Second Chance Act Adult & Juvenile Offender Reentry Demonstration Program:
Authorize the County Administrator to sign and submit the application, and upon approval of the application, execute any documents which may be necessary to effectuate the contract |
| 3:05 PM – 3:25 PM | 2. | County Administrator's Report
a. Public Health Region: Project/Events Update
b. FY12 Budget Update
c. Property Leases Update
d. Union Contract Update – Possible Vote to Ratify
e. EECBG 50% Milestone Notice from DOE |
| 3:25 PM – 3:45 PM | 3. | Commissioners' Report
a. Any Other Old or New Business |
| 3:45 PM – 4:00 PM | 4. | Public Participation |
| 4:00 PM – 4:05 PM | 5. | Meeting Minutes Review
a. May 16, 2011 FY '12 Comm's Proposed Budget Public Hearing
b. May 17, 2011 Public Meeting Minutes
c. May 31, 2011 Special Meeting Minutes |

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



The U.S. Department of Justice (DOJ), Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA) is pleased to announce that it is seeking applications for funding for the Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects. This program furthers the Department's commitment to providing services and programs to help facilitate the successful reintegration of offenders as they return to their communities.

Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects FY 2011 Competitive Grant Announcement

Eligibility

Applicants are limited to state and local government agencies and federally recognized Indian tribes (as determined by the Secretary of the Interior). Applicants must adhere to all of the eligibility and funding requirements of the Second Chance Act.

***Special Notice:** BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the score of the application as determined through the competitive peer review process and the availability of appropriations in future years. This may result in some solicitations being posted every other year as opposed to every year.

Deadline

Registration with Grants.gov is required prior to application submission. (See "How to Apply," page 15). All applications are due by 11:59 p.m. eastern time on June 30, 2011. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to support@grants.gov.

Note: The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live web chat](#). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to announcement: BJA-2011-3044

Release Date: May 17, 2011

*Full document available @ Commissioners Office in Minute's Binder

Budget and Budget Narrative

The Sullivan County Department of Corrections is requesting four (4) positions under the Second Chance Act.

A. Personnel: an employee of the applying agency whose work is tied to the application

Name/Position	Annual Salary/Rate	Level of Effort	Cost
Case Manager/Job Developer	\$ 33,342	100%	\$ 33,342
Case Manager	\$ 33,364	100%	\$33,364
Substance Abuse Clinician	\$ 43,756	100%	\$ 43,756
Community Corrections Officer	\$ 27,666	100%	\$ 27,666
		TOTAL	\$138,128

B. Fringe Benefits: List all components of fringe benefits rate

Component	Rate	Wage	Cost
FICA, Workers Compensation, Unemployment Compensation, Insurance, and Retirement	~51.7%	\$138,128	\$ 71,432
		TOTAL	\$ 71,432

JUSTIFICATION: Fringe reflects current rate for agency.

TOTAL Personnel and Fringe: \$209,560.

The two Case Managers will be responsible for developing a tracking system for all inmates entering the Department who are classified to move through the system and to the Community Reentry Center for program needs. These individuals will work closely with correctional staff in both locations to correctly determine the needs of each inmate and will help train correctional staff on the ability to develop individual case management

files on each inmate to track his/her progress through the system from admittance through post release programming. The Case Managers will link offenders to community based services, provide transitional planning assistance, complete a discharge plan for each client and supportive follow-up post release. One Case Manager Position will also serve as a Job Developer, conducting employment readiness groups, maintaining potential job linkages within the community, and assisting inmates in securing employment prior to release from the facility.

The next proposed position is for a Clinician. This person is responsible for providing individual and group counseling to the inmate population and will provide assessments for both drug/alcohol screening and for mental health issues. He/She will work under the direct supervision of the Director of Inmate Programs and will correlate activity based upon the input of correctional staff, Case Manager and other pertinent staff. The person will facilitate groups for the intensive treatment program and also at work release and transition. They will work closely with the rest of the treatment team including the existing clinicians in the SCDOC treatment program.

The final position requested is a Community Correctional Officer to work in the treatment unit with staff. The duties include traditional correctional officer duties, along with facilitating groups and programs at the Center.

C.Travel: Explain need for all travel other than that required by this application. Local travel policies prevail.

Purpose of Travel	Location	Item	Rate	Cost
Grantee Meeting	Washington, DC	Airfare	\$300/flight x 3 persons x 2 meetings	\$1,800
		Hotel	\$120/night x 3 persons x 3 nights x 2 meetings	\$2,160
		Per Diem (meals)	\$60/day x 3 persons x 3 days x 2 meetings	\$ 1,080
		Travel to/from airport	\$100 x 4	\$ 400
			TOTAL	\$5,440

JUSTIFICATION: Describe the purpose of travel and how costs were determined.

The travel line item provides for three individuals to travel to two grantee meetings in Washington, D.C. for three days as required by contract.

D. Equipment: N/A

E. Supplies: materials costing less than \$5,000 per unit and often having one-time use.

Item	Computation	Cost
Drug Testing Supplies		\$ 10,000
	TOTAL	\$ 10,000

\$10,000 is requested for the provision of on-site drug testing supplies and breathalyzers.

F. Construction: N/A

G. Consultants/Contract: generally amount paid to non-employees for services or products.

A consultant is a non-employee who provides advice and expertise in a specific program area.

Name	Service	Rate	Other	Cost
ASAI	Program Implementation, Monitoring and Evaluation	\$450/day		\$35,000
			TOTAL	\$35,000

JUSTIFICATION:

Sullivan County is requesting \$35,000 for consultation services. This funding will be utilized to retain the services of Alternative Solutions Associates, Inc. (ASAI) to assist with the development, monitoring, and evaluation of Performance Outcome Measures. Alternative Solutions has worked with the County during the last several years in the development of their reentry center. ASAI will serve as project director and will work closely with the Director of Programs during the development and ongoing evaluation of the program model. ASAI will also provide training for staff on correctional best practice models and curriculum. ASAI has worked closely for several years with Sullivan County.

H. Other: expenses not covered in any of the previous budget categories

FEDERAL REQUEST

Item	Computation	Cost
Training		\$ 3,060
Curriculum/risk need assessment		\$ 6,000
TOTAL		\$ 9,060

JUSTIFICATION:

These line items include \$3,060 for training to be used in the development of the model. The program will utilize the LSI-R for assessing the criminogenic risk/needs of the offenders; therefore, we will need to purchase the LSI-R forms and software. This

includes the documents, interview guides, DVD series, Trainer's workbook, and Quick Form packages. The curriculum for Prime Solutions and workbooks for New Directions and Prime for Life are also needed for this program. A total of \$6,000 is requested for the purchase of curriculum and supplies for program use.

Indirect cost rate: N/A

Cash Match

Sullivan County is requesting a waiver of the cash match.

In-Kind Match

The Sullivan County Department of Corrections is proposing four fulltime correctional officer positions for the FY11/12 operations budget. These positions will be assigned to the Community Reentry Center and will be used to augment the existing staff in providing safety/security for the inmates and to provide greater programming to the inmate population being housed at the Community Reentry Center by involving the staff in the process of developing, scheduling, managing and participating as instructors for inmate programs. The four correctional officers will work directly with the reentry clients within the program unit.

Sullivan County will utilize the services of the Director of Programs at 100% of their time. The Unit Manager will be devoted half time in these efforts. The secretary, who will be responsible for reporting on the grant, the payroll and processing, will devote 75%. The clinician will spend 100% of their time on the reentry project. The Classification Manager will classify and assess clients for the reentry system and will work on this project 25% of the time.

B.6.

The following spreadsheets delineate the contribution of staffing towards the In-Kind Match and the total budget for the Sullivan County Reentry Project.

Position	Hrs	Hourly Wage	Annual Salary	Benefits	Total Salary & Benefits	Commitment to Project	In-Kind Match
Correctional Officer - Carrier	40	\$14.09	\$29,307.20	\$5,779.81	\$35,087.01	100%	\$35,087.01
Correctional Officer - Cleary	40	\$13.54	\$28,163.20	\$14,851.09	\$43,014.29	100%	\$43,014.29
Correctional Officer - Mahair	40	\$13.83	\$28,766.40	\$23,172.09	\$51,938.49	100%	\$51,938.49
Correctional Officer - Siani	40	\$14.04	\$29,203.20	\$15,039.02	\$44,242.22	100%	\$44,242.22
Secretary - Allard	28	\$13.73	\$21,412.40	\$1,638.05	\$23,050.45	75%	\$17,287.84
Unit Manager - Moquin	32	\$29.18	\$48,553.69	\$3,714.36	\$52,268.05	50%	\$26,134.02
Program Director - Coplan	34	\$33.26	\$58,802.44	\$4,498.39	\$63,300.83	100%	\$63,300.83
Poisson-Clinician	40	\$20.83	\$43,318.50	\$26,091.89	\$69,410.38	100%	\$69,410.38
Classification Manager - Gokey	40	\$18.09	\$37,625.33	\$33,214.90	\$70,840.22	25%	\$17,710.06
							\$ 368,125.14

Total In kind match \$ 368,125

Position - Comments	Cost	Fed Request	Cash Match	Inkind Match
Substance Abuse Clinician	\$ 61,718.00	\$ 61,718.00		
Case Manager/Job Developer	\$ 57,565.00	\$ 57,565.00		
Case Manager	\$ 57,590.00	\$ 57,590.00		
Community Corrections Officer	\$ 32,687.00	\$ 32,687.00		
Program Director	\$ 63,300.00			\$ 63,300.00
Unit Manager	\$ 26,134.00			\$ 26,134.00
Classification Manager	\$ 17,710.00			\$ 17,710.00
Clinician	\$ 69,410.00			\$ 69,410.00
Secretary	\$ 17,288.00			\$ 17,288.00
Correctional Officer	\$ 35,087.00			\$ 35,087.00
Correctional Officer	\$ 43,014.00			\$ 43,014.00
Correctional Officer	\$ 51,939.00			\$ 51,939.00
Correctional Officer	\$ 44,242.00			\$ 44,242.00
Consultant	\$35,000.00	\$35,000.00		
Travel - Grantee meetings	\$ 5,440.00	\$ 5,440.00		
Supplies: Drug Testing	\$ 10,000.00	\$ 10,000.00		
Other: Training	\$ 3,060.00	\$ 3,060.00		
Other: Program Materials	\$ 6,000.00	\$ 6,000.00		
Subtotal	\$ 637,184.00	\$ 269,060.00	0	\$ 368,124.00
In Kind Match 25%	\$ 368,124.00			
Cash Match 25% (waiver request)				0
Cash Requested Under Grant	\$ 269,060.00			

BUDGET SUMMARY:

Budget/Category	Amount
A. Personnel	\$ 138,128
B. Fringe	\$ 71,432
C. Travel	\$ 5,440
D. Equipment	0
E. Supplies	\$10,000
F. Construction	0
G. Consultants/Contracts	\$ 35,000
H. Other	\$ 9,060
Total Direct Costs	\$269,060
Indirect Costs	0
Sullivan County In-Kind Match	\$368,124
<i>Total Project Costs</i>	\$ 637,184
Federal Request	\$ 269,060

EFC Recommended Changes to Commissioners Proposed FY 2012 Budget

6/7/2011

Commissioners Proposed Budget as Printed		Revenue	Expense	\$\$ Change in Taxes Raised	% Change in Taxes Raised
		29,172,395	29,172,395	725,337	5.45%
Revisions	Acct #				
Increase Community Transportation \$5,000	10.861.15062		5,000	730,337	5.49%
Reduce Good Beginnings \$5,000	10.861.15072		(5,000)	725,337	5.45%
Add 'Road to Independence' \$3,000	New		3,000	728,337	5.47%
Reduce Claremont Soup Kitchen \$7,500	10.861.15065		(7,500)	720,837	5.42%
Add 'His Helping Hands'	new		4,000	724,837	5.45%
Reduce Community Alliance Human Services' -\$1,750	10.861.15056		(1,750)	723,087	5.43%
Reduce Secured Juvenile Transport' Revenue \$5,250	10.440.09085	(5,250)		728,337	5.47%
Reduce DOC contract services \$1,000	10.600.12029		(1,000)	727,337	5.46%
Reduce delegation expenses	10.980.17076		(1,000)	726,337	5.46%
Eliminate Cooperative Extension PT Position	Various		(13,000)	713,337	5.36%
Reduce HR Employee appreciation by \$6,000	10.520.12026		(6,000)	707,337	5.31%
Eliminate Commissioners Legal Expense	10.400.12020		(4,000)	703,337	5.28%
Eliminate DOC Contract Services (Printer lease)	10.600.12029		(7,000)	696,337	5.23%
Reduce HR Education/Training	10.520.11017		(1,000)	695,337	5.22%
Add \$100,000 of FB Revenue	10.100.09090	100,000		595,337	4.47%
Reduce Revenue from taxes to equalize Rev&Expense	10.100.04000	(130,000)			
EFC Recommended Revenues and Expenses		29,137,145	29,137,145	595,337	4.47%



GREATER SULLIVAN COUNTY PUBLIC HEALTH REGION

5 Nursing Home Drive, Unity, NH 03743 • 603-398-2222 • F: 603-542-2829
 www.sullivancountynh.gov/publichealth • email: phn@sullivancountynh.gov

Monthly Summary

Grant Updates

- DHHS applying for large grant: Community Transformation Grants - tba *Large grant*
- DHHS/ Immunization program applying for large Immunization grant - tba *Large grant - School FLU Immunizations*
- GSCPHR and Healthy Homes Committee applied for Asthma grant from SNH Area Health Education Ctr (\$5,000) – not granted.
- GSCPHR and Healthy Homes Committee applied for Childhood Lead Poisoning Prevention grant \$64,000 for case management over 2 years, from NH DHHS this week. Will hear back by end of June.
- GSCPHR and GSCMRC will apply for Grassroots Fund mini grant due in September (\$2500).
- Collaboration with Communities United Network for grant seeking – NH Charitable Found.

Accomplishments

- POD Plan sections complete and ready for printing.
- OPERATION MP4, Part I: MACE Functional Exercise May 19th went very well. Tested members' ability to complete an Incident Action Plan and open PODs [Point of Dispensing] – 2nd part to this is June 17th *
- Ordered signage for drills.
- Ordered a new Inventory Scanning system, laptop to go with it.
- Ordered hand trucks and pallet jacks for POD sites.
- Plan/Annex revisions underway.
- Jessica completed Federal Deployment Training, MRC.

MRC just received a great letter - she read into the minutes

Work Plan

- * OPERATION MP4: Part 2: June 17th POD Exercise to be held at Mount Sunapee Spruce Lodge, Newbury. MRC, regional partners invited. Commissioners, and B. Rodechon invited as VIPs. Jessica to present at Tuesday June 7th Commissioner's meeting.
- 3 month work plan for FY 12 due to DHHS by June 30th
- PH PLAN revisions in new ESF-8 Annex format due to Mary Miller, DHHS by June 30.
- Disseminate new plan to all partners on thumb drives.
- Barn – redo trailer storage and set up barn storage, clean out boxes in Kristin's office.
- PULSE of the Region newsletter.
- Redo MACE activation call tree – Regional Coordination Committee goal for July.
- Update website and calendar, gallery section, Healthy Homes section.
- MOU with Red Cross for MRC involvement and cross training.
- Jessica to complete ICS 200 and 800b trainings online before June 30.
- Contact WCNL about going on the air re public health topics.



GREATER SULLIVAN COUNTY PUBLIC HEALTH REGION

5 Nursing Home Drive, Unity, NH 03743 • 603-398-2222 • F: 603-542-2829
www.sullivancountynh.gov/publichealth • email: phn@sullivancountynh.gov

MRC EVENTS:

1. **Pancake Breakfast event:** Sunday June 12th, 7:00 am – 10:30 am. MRC will have a Blood Pressure clinic table at the event.
2. **OPERATION MP4: Friday June 17th** 9:00 am – 11:30 am. The Greater Sullivan County Public Health Region invites MRC members to staff Functional Exercise to test the emergency preparedness plan for medication dispensing at Mount Sunapee Spruce Lodge POD.
Target identified POD in region
3. **PADDLE POWER EVENT: August 20 - 21, 2011**

PADDLEPOWER 2011: Sullivan County TEAM NAME: PREVENT PREPARE PADDLE.

Team to include MRC, Communities United Substance Abuse coalition, Sullivan County Community Corrections, and Sullivan County Health Care. This is a two day KAYAKING and CAMPING adventure to promote suicide prevention in Vermont and New Hampshire. Join the MRC Team and journey with us along 25 miles of the beautiful Connecticut River. There will be plenty of rest stops, meals, drinking water, snacks and much fun. We will begin at 8am at the Orford Boat Launch in VT. Launch is at 9am. Rest stop will be taken in North Thetford, VT. Lunch will be at North East Corner Farm, Norwich, VT. At 3:30pm we will arrive at Wilson's Landing in Hanover, NH. Transportation will then be provided to Storrs Pond Campground. On Day 2: Sunday August 21st, paddlers return to the river 9am to 10am via transport from Storrs Pond Campground. We arrive at Kilowatt Park, Wilder, VT about Noon. MRC Team Teeshirts will be provided. Please see site at <http://paddlepower.org/about-the-adventure.html>

Jessica will register the team, recruit attendance, hand out and collect individual waivers.



Appendix E.

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER
OFFICE OF EMERGENCY SERVICES

Nicholas A. Toumpas
Commissioner

Rick C. Cricenti
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4322 1-800-852-3345 Ext. 4688
Fax: 603-271-3001 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 26, 2011

Jessica McAuliff
MRC Coordinator
5 Nursing Home Drive
NH 03743

Dear Jessica,

On behalf of the planning committee for the New Hampshire Integrated Emergency Volunteer Training Conferences I wanted to let you know how much we appreciated your presentation! The evaluations from the conferences came back and the volunteers were very glad for the opportunity and the quality of the workshops.

Of course part of the magic of the conferences this year was having an 'integrated' training event where volunteers from a variety of response organizations got to know one another and learn with and from one another. I hope that you can appreciate that having your help as an instructor was so important for bringing all of us together. This is one of those occasions where the net benefit of the day was more than 'the sum of its parts'!

Again, please accept our heartfelt thanks for the generous offering of your time and talent.

Sincerely,

Curtis Metzger
State MRC Coordinator

*Thanks Jess -
really appreciate your gifts...
and getting through that last minute
problem with the Red Cross count!*

Sharon Callum

From: EECBG <EECBG@ee.doe.gov>
Sent: Monday, June 06, 2011 9:03 PM
To: EECBG
Subject: EECBG June 30th Milestone: 50% Draw Down



Department of Energy
Washington, DC 20585

June 6 , 2011

Dear EECBG Grantee,

The Energy Efficiency and Conservation Block Grant (EECBG) program is an American Recovery and Reinvestment Act program designed to strengthen the economy by creating jobs and achieving energy efficiency.

I would like to take the opportunity to thank you on behalf of the Department of Energy for the exceptional work to date on your EECBG grant. Our records indicate that you have spent 50% or more of your total formula allocation. Your efforts are critical in helping EECBG work towards our interim program milestone of 50% spending by June 30, 2011.

We appreciate your commitment to the mission of the Recovery Act. Due in no small part to the efforts of grantees like you, EECBG has infused more than \$1 billion into the US economy and created nearly 4,500 jobs in the first quarter of 2011 while driving the US economy toward a clean energy future.

We encourage you to submit requests as frequently as required to meet your needs to disburse funds for the Federal share of project costs. Guidance allows State grantees to draw down funds up to 3 days in advance of paying an invoice, and non-state grantees up to 30 days in advance. Refer to the link below for **DOE Payment Guidance, EECBG Program Notice 10-013** for further information: http://www1.eere.energy.gov/wip/pdfs/eccbg_sep_asap_draw_down_guidance.pdf

We want to ensure that your projects are successful and help you celebrate your success upon their completion. If you are encountering any challenges that are hindering grant progress, please let us know how we can help. Your DOE Project Officer and Technical Assistance team are ready, willing and able to provide you with exceptional customer service.

Again, we thank you for your dedication. Your efforts are demonstrating every day how state and local governments can be critical drivers of energy efficiency at the local level.

Thank you for your cooperation!

Best regards,

Ted Donat

Ted Donat
Acting Program Lead
Energy Efficiency & Conservation Block Grant Program